Project Deliverables Guideline

Klamath Network
National Park Service

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Change History

Original Version #	Date of Revision	Revised By	Changes	Justification	New Version #
1.0	1/29/2007	Sean Mohren	Completed Document		1.0

1. Introduction

As the Klamath Network continues to implement inventory and monitoring projects it has become clear that all project will be collecting similar types of data and information. Since the Network will be utilizing a combination of park staff, in-house personnel, and contract employees to conduct research projects funded by the Network it is important to outline what products are expected to be produced by the end of the project or field season, when those products are expected to be submitted, and what format the products should be in when they are submitted. This document provides specific details on deliverables that do not have a stand alone guideline or SOP associated with those products, and general information on deliverables that do have an associated SOP or guideline document. Keep in mind all data and information should follow guidelines provided in the Klamath Networks Data Management Plan.

2. Goals

The goal of developing this guideline is to make all personnel working on an inventory or monitoring project funded by the Network aware of what products need to be submitted to the Klamath Network at the end of a project or field season. This document will address:

1. Raw Data
2. Spatial Data
3. Photographs
4. Metadata
5. Documentation (Reports, Scoping Plan, Work plan, etc)
6. Specimens

3. Timelines

Timelines for deliverables associated with an inventory project should be outlined in the task agreement and discussed prior to the start of a project. Timelines for deliverables associated with a vital sign monitoring protocol should be included in the monitoring protocols. All deliverables should be submitted to the Klamath Network Data Manager prior to the beginning of a new field season. If no timelines have been outlined, then deliverables are subject to the timelines listed in this document or in additional documents associated with a specific deliverable (exp. Photograph Guidelines)

4. Naming Convention

Documents, spreadsheets, and database should follow the Klamath Network File Naming Convention Guideline document when applicable. In general, all products should have a naming structure that includes the project description, principle investigator's last name, the word "Final" if this is the final document, version number, and the year the data or information was collected. For Example:

Bird_Community_Data_Alexander_2007
Intertidal_Monitoring_Protocol_Final_v2.1_Anderson_200603
Invasives_Data_Odion_v.4.9_20070206

5. Deliverables
The following is a list of deliverables that are generally associated with a natural resource scientific project. There may be instances were some of the products listed below are not applicable to the project you are working on, and if this is the case then they should be ignored.

5.1 Raw Data
Raw data consist of the data collected in the field and stored on hard copy field forms, in approved electronic database, or recorded on pre-designed spreadsheets. Raw data can also include data downloaded form a electronic device such as data loggers and GPS units. All raw data should be submitted to the KLMN Data Manager one month prior to the start of a new field season unless stated otherwise. The KLMN Data Manager will review the data, work with the Project Manager to correct errors, and incorporate it into the networks master database prior to the start of the new field season.

5.1.1 Field Forms
Field forms can be submitted as a hard copy or in an electronic format.

- Electronic copies of field forms should be submitted as 1 PDF document. The PDF document should be labeled with the name of the project, the principal investigator's last name, and the year data collection began.

- Copies of hard copy field forms should be sent to the KLMN Data Manager where they will be scanned into 1 PDF document following the naming convention described above. Projects using hard copy field forms should follow the procedures outlined in the Data Management Plan. In addition, a datasheet log book will need to be submitted along with the datasheets.

5.1.2 Databases and Spreadsheets
Any data collected is expected to be entered into a database or spreadsheet prior to submission.

- Databases and spreadsheets must be pre-approved by the KLMN Data Manager prior to the start of a project.

- If it becomes necessary to change the structure or format of the database, spreadsheet, or fields in either of these products you must discuss the changes with the Data Manager before making the changes. The KLMN will be using automated transfer methods to transfer data from project databases and spreadsheets into the KLMN master database. Changes to the project databases and spreadsheets could prevent the clean transfer to the master database.

- Each database or spreadsheet must be accompanied with a complete metadata interview form and data dictionary. It is the responsibility of the Data Manager to utilize these products to complete and/or update the official metadata.

5.2 Spatial Data
Spatial deliverables are expected to follow the KLMN Spatial Data and GPS guidelines (*to be developed*).

- If spatial layers were developed based on coordinates provided in a database or spreadsheets then they do not need to be submitted to the Network, but the database or spreadsheet will need to be submitted.

- Spatial layers containing information that is not included in a submitted database or spreadsheet will need to be submitted.

- Spatial data should be submitted to the Network in NAD83 Zone10 projection.

- Spatial data should be accompanied with FGDC, NBII, and NPS compliant metadata as specified in the KLMN Metadata guidelines document.

5.3 Log Books

The Klamath Network requires several log books to be delivered at the end of any field season. Project staff should read and follow the KLMN Log Book Guideline document prior to beginning the pre-field season planning. A brief description of the required log books are:

- Training log that documents the date, time, and type of training project staff complete.

- Equipment log that documents date and time of equipment calibration, changes in the type of equipment used, and deviations from the standardized equipment operation procedures.

- Special event log that documents any changes that were implemented to a project such as changes to the method in the protocol, changing of staff directly related to the project, implementing a new measurement for an attribute, etc.

- Datasheets are expected to be bound together and number in sequential order. If a datasheet is removed from the binder you need to use a datasheet log record the datasheet number, reason for removal, and person responsible in a log.

5.4 Photographs

Photographs collected to document project data and activities must adhere to the standards outlined in the KLMN Photographic Guidelines. In general:

- Photographs must be submitted in Jpeg format at a resolution of 4 megapixles or better.

- Metadata must accompany all photographs and the degree of metadata required will be dependent of the type of photograph (see Photograph Guidelines).

- Hard copy photographs must be scanned and submitted to the Network in Jpeg format.

5.5 Documents and Reports

Documents and reports can be divided up into three basic groups. Pre-project documents are those documents that were created prior to the implementation of a project, Pre-field season documents include those documents that are developed just prior to the beginning of a field season, and Post-project documents include progress reports and summary reports do after field work is complete.

5.5.1 Pre-project Documentation

It is the responsibility of the Project Manager to keep track of all pre-project documents. Current Pre-Project documents include:

- Study Plans, Task Agreements, Budgets, and Proposals

- Data Dictionaries and Metadata

- Selected Standard Operating Procedures, Guideline Documents, and Protocols

Once these documents are complete, the Project Manager should contact the Network Data Manager to inform them the document is complete and ready to be made available. Once complete, the Data Manager is responsible for making sure they are stored in their proper location, backups have taken place, and they are correctly named.

5.5.2 Pre-Field Work Documentation
It is the responsibility of the Project Manager to make sure all pre-field work documents are collected, complete, and stored in their project folders. Pre-field work documents include:

- Work Plans, Task Agreement Modifications, Permits, and Housing Applications

- Updated Metadata and Data Dictionaries

- Spatial Information and metadata

5.5.3 Post-Project Implementation Documents

It is the responsibility of the Project Manager and the KLMN staff to make sure post-project documents are collected, complete, and stored in their project folders. Post-Project documents include:

- Progress Reports, Summary Reports, Final Reports

- Completed Metadata and Data Dictionaries

- Log Books (see Section 4.3)

- Copies of Scientific Literature (if published)

- Analysis and Synthesis Reports

- Derived Data

5.5.4 Specimens
There are several occasions when specimens may be collected for the purpose of species documentation, identification, or possible education. In general:

- The Project Manager will work closely with park staff and NPS curators to determine the best location to store biological, aquatic, and botanical specimens. At no point will specimens be stored at the Network office unless proper storage facilities can be provided.

- Information relating to voucher specimens collected during a programmatic field study must be entered into NPSpecies. Once catalog and accession numbers are obtained, voucher information must also be entered into ANCS+.

- When collecting specimens you should read the museum handbook for the latest information on methodologies for collection, preservation and storage of specimens.